



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

OFFICE ASSISTANT (GENERAL)

\$1,846 - \$2,465

**LEGAL DIVISION OFFICE
SAN FRANCISCO**

RESPONSIBILITIES:

Under the supervision of a Legal Support Supervisor I, the incumbent will perform a variety of clerical duties to include but not limited to processing incoming and outgoing mail, sorting and routing mail delivery services for the Legal Division office; filing; photocopying and faxing; maintain database mail log of mail forwarded to other branches/divisions within the Department; ordering and maintaining office supplies; and provides backup coverage and assistance to clerical support staff.

DESIRABLE QUALIFICATIONS:

- Ability to work independently;
- Good inter-personal and communication skills.
- Dependability, ability to follow directions, initiative, resourcefulness, good judgement, and the ability to work cooperatively with others are essential.
- Working knowledge of the operation of various types of photocopying machines;

WHO MAY APPLY:

Applications will be accepted from current State employees at the Office Assistant (General) level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Christen Ko, Department of Insurance, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "Office Assistant, #239-1441-001" on the State application.** For additional information, please call (916) 492-3411.

FINAL FILING DATE:

APRIL 23, 2001 OR UNTIL FILLED

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

Sp04/12/01